LEVEL 1- SAP FICO TRAINING

COURSE	SAP FINANCIAL ACCOUNTING AND CONTROLLING (FICO)
DURATION	2 months
OBJECTIVE	This course covers the basic structure of financial accounting in the SAP system. After the completion of the course the participant will be able to perform essential functions in Financial accounting and controlling. The course includes all the configuration, Support and end user activities
TARGET GROUP	FINANCE AND ACCOUNTS PROFESSIONALS.
TRAINER	VENKAT SURYA SUBRAHMANYAM
ABOUT THE TRAINER	OVER 16 YEARS OF EXPERIENCE 7 YEARS EXPERIENCE IN ACCOUNTS AND FINANCE. 8+ YEARS EXPERIENCE IN SAP FICO IN VARIOUS AREAS OF IMPLEMENTATION,SUPPORT AND TRAINING

Introduction to ERP

Introduction to SAP

These areas will be covered during the demo session

Part 1 : Enterprise Structure:

Definition of company

Definition of company code

Assignment of company to company code

Definition of business area

Part 2: Financial Accounting Basic Settings

Definition of fiscal year variant

Assignment of fiscal year variant to company code

Definition of posting period variant

Assignment of posting period variant to company code

Open and close posting period

Maintenance of field status variants

Assignment of field status variant to company code

Creation of chart of Accounts

Defining Accounts Groups

Defining Retained Earnings Account

Definition of tolerance groups for GL accounts

Definition of tolerance groups for employees

Assignment of tolerance groups to users

Taxes on Sales & Purchases (input & output)

Defining document type & number ranges

PART 3: General Ledger Accounting:

Creation of General Ledger Master (with and without reference)

Display/Change/Block/Unblock of general ledger master

Document Entry posting normal postings and posting with reference

Display and change of documents

Display of GL balances

Display GL account line items

Parked documents

Hold documents

Creation of Sample Document postings with sample documents

Reversal of individual documents, mass reversal and reversal of reversed document

Month End Provisions –

Open item Management – Full clearing, Partial Clearing and Residual Clearing

Accrual and Deferral documents

Interest calculations on term loans

PART 4:

Accounts Payable

Creation of vendor account groups

Creation of number ranges for vendor master records

Assignment of number ranges to vendor account groups

Creation of tolerance group for vendors

Creation of vendor master (display/change/block/unblock of vendor master)

Posting of vendor transactions (invoice posting, payment posting, credit memo)

Display Vendor balances and G/L Balances

Configuration Settings for advance payments to Vendors (down payment)

Clearing of down payment against invoices (special GL transactions)

Posting of partial Payment & Residual Payment

Creation of payment terms,

Creation of house banks and account ids.

Creation of check lots and Creation of void reasons

Maintenance of check register

Display check register

Cancellation of unissued checks

Cancellation of issued checks

posting of purchase returns

Configuration of automatic payment program

Payment to vendors through APP

Defining correspondence & party statement of accounts

Accounts receivable:

Creation of customer account groups

Creation of number ranges for customer master records

Assignment of number ranges for customer account groups

Creation of tolerance group for customers

Creation of customer master (display/change/block/unblock of vender master)

Posting of customer transactions (sales invoice posting, payment posting, debit memo)

Display customer balances and G/L Balances

Configuration Settings for advance payment from customers (down payment)

Configuration settings for terms of payment to customers

Configuration of settings for dunning

Generating the dunning letters

Defining correspondence and party statement of accounts

Bills of exchange

Posting of sales returns

PART 6:

Asset Accounting:

Copy reference chart of depreciation

Assignment of chart of depreciation to company code

Creation of 0% tax codes for sales and purchases

Defining account determination

Definition of screen lay out rules

Definition of number ranges for asset master

Creation of asset classes

Integration with General Ledger & Posting rules

Defining Depreciation key

Definition of multilevel methods

Definition of period control methods

Creation of main asset master records

Creation of sub asset master records

Posting the transactions for Acquisition of fixed assets

Depreciation run and Asset explorer

Sale of fixed assets – with customer and without customer

Transfer of assets

Impairment of assets

Scrapping of assets,

Line item Settlement of assets under construction of capital work in progress

PART 7

CONTROLLING

Basic settings for controlling

Defining Controlling Area

Defining Number ranges for Controlling Area

Maintain Planning Versions

Cost element accounting:

Creation of primary cost elements from financial accounting area

Creation of primary cost elements from controlling area

Display of cost element master records

Change cost element master records

Primary cost element categories

Secondary cost element categories

Cost Center Accounting:

Defining Cost Center Standard Hierarchy

Creation of Cost Centers and cost center groups

Display cost center master records

Change cost center master records

Creation of cost center groups

Posting to cost centers

Reposting of co line items

Repost of Costs

Planning for cost centers

Cost center reports

PART 7

Internal Orders – statistical orders

Define field status group for statistical orders

Creation of Primary cost element

Creation of internal order master records for statistical orders

Display internal order master records

Change internal order master records

Postings to internal orders

Planning for internal orders

Report of Variance analysis for internal orders

Real orders

Creation of real internal orders

Posting of business transaction to real orders

Definition of allocation structures

Definition of settlement profiles

Definition of planning profiles

Define number ranges for Settlement documents of real internal orders

Define number ranges for controlling documents.

Budgeting and availability control

Maintain number ranges for budgeting

Define tolerances for availability control

Specification of exempt cost elements from availability control

Maintenance of budget manager

Part 8

Profit Center Accounting:

Basic Settings for Profit Center Accounting

Creation of Dummy Profit Centers

Maintenance of control parameters for actual postings

Maintaining planning versions for profit centers

Maintaining the number ranges for profit center documents

Creation of profit center master records

Display of profit center master records

Changing the profit center master records

Assign profit center to cost center for expenditure posting

Creation of revenue cost elements

Automatic Assignment of Revenue elements for Profit Centers

Assignment of profit centers in cost center master records

Creation of account groups in profit center accounting for planning

Planning for profit and loss account items

Posting of transactions into profit centers

Generating the variance reports for profit and loss account items

PART 9:

Integration

Integration of financial accounting with materials management:

Integration of financial accounting with sales and distribution:

Profitability analysis:

Maintaining the operating concern

Define profitability segment characteristics

Assignment of controlling area to operating concern

Activating the profitability analysis

Define number ranges for actual postings

Mapping of SD conditions types to COPA value fields

Creation of reports

Viewing the reports

Part 10

OVERVIEW PRODUCT COSTING

New General ledger accounting:

Reports:

Financial statement version

General Ledger, Accounts Payable, Accounts Receivable and Assets Reports